



## TRAFFIC OPERATIONS SUPERINTENDENT

### Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the City's signal computer system, signal maintenance, construction, and street sign, and striping services within the Traffic Operations Section of the Traffic Engineering Division. To provide direction and supervision to staff involved in the administration of the City's street lighting system program, and to perform a variety of technical tasks relative to assigned area of responsibility.

### Supervision Received and Exercised:

Receives direction from the Deputy PW Manager – Transportation Operation and Streets & Management, or from other management staff.

Exercises direct supervision over subordinate level supervisory, technical and traffic maintenance staff.

### Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods of maintenance and/or installation for traffic painting, street signs, reflector markers, street lighting and traffic signal systems; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in the installation and maintenance of traffic signal systems, traffic painting, street sign services, and reflector marker installation and repair; coordinate and monitor new projects.
- Provide direction and supervision to staff involved in the administration of the City's street lighting system installation, modification and replacement program.

*Effective November 1988*

*Revised October 1990*

*Revised November 2001 (range adj due to market)*

*Revised December 2003 (title, supervision)*

*Revised May 2004 (Range adjustment)*

*Revised Nov 2005 (Change exp & trng guidelines: public works construction and operations; one year of suprvy exp(formerly 3 yrs); Bachelor's degree desirable.*

## CITY OF TEMPE

### Traffic Operations Superintendent (continued)

- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Oversee the coordination and installation of traffic signal and street lighting systems, traffic painting, and sign service activities with interdepartmental and outside departmental staff, sections and outside agencies or organizations.
- Establish maintenance schedules for sign replacement, re-striping, traffic signal re-lamping, cabinet cleaning and street lighting upgrading and maintenance programs.
- Maintain time usage and material and equipment records including computer system records.
- Requisition supplies and materials; develop and/or participate in the preparation of bid specifications for sign, striping equipment and materials.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Four years of increasingly responsible experience in public works construction, public works operations, or a related field, preferably in traffic engineering. Also, requires one year of supervisory experience.

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Traffic Operations Superintendent (continued)

**Training:**

Equivalent to an Associate of Arts degree with major course work in civil or traffic engineering or a related field. A Bachelor's degree is desirable.

**Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, a Level I Signs and Markings certification by the International Municipal Signal Association.

Possession of, or ability to obtain, a Level II Signs and Markings certification by the International Municipal Signal Association.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 6600**

**FLSA: Exempt**

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